

**Arizona State Board of Nursing  
Substantive Policy Statement**

**Out of State Programs Seeking Limited Preceptorship Placement**

**November 18, 2009**

This Substantive Policy Statement is advisory only. A Substantive Policy Statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on the regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedures Act. If you believe that this Substantive Policy Statement does impose additional requirements or penalties on regulated parties you may petition the agency under Arizona Revised Statutes Section 41-1033 for a review of the statement. (ARS § 41-1091)

Notwithstanding A.C.C. R4-19-215 (C) A registered nursing program located and approved in another state<sup>1</sup> of the United States that wishes to place students in AZ for a limited clinical preceptorship<sup>2</sup> experience is not required to submit a self-study and analysis of the effect of the placements on students in AZ nursing programs under subsection R4-19-215 (C)(1) provided that the program meets the following criteria:

1. The preceptorship is on a one-time only basis; for any additional placements or for placements of students for more than 2 years, the program shall submit a self-study and other information as required in R4-19-215 and obtain Board approval.
2. The preceptorship is for the last course in the nursing program and does not exceed 4 months;
3. The program is seeking to place 3 or fewer students per calendar year for no more than 2 years;
4. The program submits a written request containing the following:
  - A. The name, address, phone, website, and current accreditation/approval status of the program in the state of origin;
  - B. Contact person's name, phone and e-mail address;
  - C. Information about the nursing program faculty member who will oversee the clinical preceptorship including: name, phone number, e-mail address, qualifications, total number of clinical students assigned, AZ or multi-state compact RN license number, and a description of the clinical supervision provided by program faculty;
  - D. A copy of the clinical contract where the experience will be held and the name and RN license number of a preceptor to supervise each student;
  - E. A letter from the health care institution hosting the preceptorship that they support the experience and the name, address, phone, and e-mail address of a contact person to coordinate the experience; and
  - F. The names of the students being placed in AZ, the dates of the experience, and the objectives of the preceptorship;

Current language in R4-19-515 (C) requires programs seeking to place students in AZ to meet the requirements for nursing programs in totality by submission of an entire self-study and an analysis of the effect of the placement on currently enrolled AZ students. This may be excessive regulation if a program only wishes to place a very limited number of students for a one-time experience in the last semester of the program. If the program seeks additional placements within a year of this initial

placement, or if placements fall outside these limited guidelines, a self study and other materials evidencing compliance with all rules shall be submitted.

Following submission of the required documentation, Board staff shall review the information for consistency with applicable Board rules and this policy and, if consistent, place the program on an upcoming Board agenda for approval.

Following the board meeting, Board staff will notify the program and clinical contact person in writing by either regular or electronic mail, regarding the decision and, if approval is granted, the length of the approval.

1. For the purpose of this policy, “approved in another state” means that the agency that regulates nursing programs in the state of origin of the program has declared that the program meets their standards is sufficient to prepare students for RN licensure.

2 Under AAC R4-19-201 “Preceptorship” means a clinical learning experience by which a learner enrolled in a registered nursing program, nurse refresher program, clinical nurse specialist, or registered nurse practitioner program or as part of a Board order provides nursing care while assigned to a health professional who holds a license or certificate equivalent to or higher than the level of the learner’s program or in the case of a nurse under Board order, meets the qualifications in the Board order.